

SPECIAL ACT OR SERVICE AWARD

A Special Act or Service Award in the public interest in connection with or related to official employment is worthy of recognition. The award is initiated by a supervisor within 30-60 days of an EMCBC employee's contribution. The justification must include a written recommendation for the award stating the circumstance and the employee's contribution(s) which the award would recognize. Describe the value of the benefit and the extent of application. Use the following dollar amounts and criteria as a guide to reward the contribution.

Dollar Range

Approval Authority

\$301 - \$750

EMCBC Director or Site Manager

Criteria for Award: The value to the organization is a contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service. The contribution must impact the team or division level.

\$751 - \$3,000

EMCBC Director or Site Manager

Criteria for Award: The value to the organization is a contribution to a product, activity, program or service that improves the effectiveness, efficiency, quality, productivity, or service. The contribution must have an impact at the Assistant Manager level, multiple divisions/offices, other DOE Operations/Field Offices, other Federal agencies, or the community.

\$3,001 - \$7,500

EMCBC Director or Site Manager

Criteria for Award: The value to the organization is a contribution to a product, activity, program or service that improves or defines a new standard of excellence for effectiveness, efficiency, quality, productivity, or service. The contribution must have an impact at the EMCBC organization as a whole, ORP organization as a whole, and/or the HQ level.

Nomination Process:

1. Submitter (Management Official) completes the Nomination for Special Act or Service Form, including the level of recognition and a comprehensive description of the contribution, date of achievement, and resulting benefits.
2. Provides to authorizing official for approval.
3. **Submitter provides to EMCBC, Office of Human Resources for processing.**